

APhA-APPM Medication Management SIG MTM Content Development for Pharmacist.com

Project #: 5

Project Title: Toolkit for Establishing an MTM Program

Application Available At: <https://apha.secure-platform.com/a/solicitations/home/1239>

Deliverable Type: PDF

of Volunteer Opportunities: 6-8

Project Description:

Selected volunteers will develop a PDF toolkit to help pharmacy teams with establishing an MTM program in various practice settings. This toolkit will help pharmacy teams understand what goes into an MTM program and guide them through the various elements: staffing, supplies, finances, technology, partnerships, and workflow integration. As MTM programs can vary across practice settings, this guide will provide information that is unique to specific practice areas, if applicable. This toolkit will ultimately be housed on APhA's MTM webpage. Volunteers will work with the MTM Content Project Manager and Medication Management SIG Coordinator and Coordinator-Elect.

Draft Project Timeline

Date	Activity	Activity Category
December 21	Call for Volunteers Opens	Volunteer Selection
January 21	Call for Volunteers Closes	Volunteer Selection
January 28	Volunteers Selected/Notified	Volunteer Selection
February 15	Introductory Call with Selected Volunteers	Project Development
April 15	Initial Content Drafts Due from Volunteers	Project Development
May 6	Initial Content Review Completed by SIG Leaders and sent to volunteers for editing if necessary	Project Development
May 22	Content edits made by volunteers due to SIG Leaders (if necessary)	Project Development
May 29	First Draft Content Sent to APhA Staff for Review	Project Review
June 21	First Draft Content Review Completed by APhA Staff	Project Review
July 19	Final Content Sent to APhA Staff for Review	Project Development
August 2	Final Content Reviewed by APhA Staff	Project Review
June 17	If Content Approved, APhA Staff Sends Content through Copyediting/Layout/Production/Posting	Project Finalization

Volunteer Engagement Expectations

- Communication with volunteers by the MTM Content Project Manager and SIG leaders will be primarily by email and on occasion by phone.
- In email notifying of selection for the project, volunteers will be asked to complete a poll to determine date/time of a conference call with the Project Manager and/or SIG leaders to introduce the project, discuss expectations and deadlines and answer any questions.
- Follow-up will be done via email.
- Google Drive will be used to house all materials related to the project (a specific folder will be created for storage of content)

- Draft content can be created within Google Docs or outside Google Drive and uploaded once complete. If content is created outside Google Drive, volunteers will work together to ensure everyone in the group has access of the most current version of the document.
- Volunteers can direct any questions regarding the project to the Project Manager via email.
- If volunteers are delayed in completing the required items and anticipate they will be unable to meet the deadline, they should contact the Project Manager as soon as possible so arrangements (including potential deadline extension or reassignment) can be made.